

Wrockwardine Parish Council

Minutes of the Full Parish Council Meeting held on Wednesday 12th November 2025 at Wrockwardine Village Hall at 7.30p.m

Present:

Cllr P Cooper (Chairman)
Cllr E Ballantyne
Cllr K Ballantyne
Cllr P Bevis
Cllr P Davis
Cllr J Savage
Cllr S Parr
Cllr K Tonks
Cllr G Thomas

In Attendance:

J Hancox (Clerk)
3 Members of the Public

25/182 Welcome

The Chairman welcomed everyone to the meeting and thanked Cllr Bevis and Mr Cartwright for the lamp post poppies and soldier silhouettes they had put up throughout the Parish to mark Remembrance Day.

25/183 Apologies for absence

Cllr R Eade – Work commitments

25/184 Declaration of Interests & Dispensations

- a) Pecuniary – None declared
- b) Personal – Noe declared

25/185 Public Session

One member of the public asked about progress regarding speeding on the B442.

25/186 Police & PCSO

There was no police representation.

Cllr Thomas joined the meeting at 7.35p.m

25/187 To confirm and agree the Minutes of the Previous Meeting

It was **RESOLVED** to confirm and sign the Minutes of the Council Meeting held on Wednesday 8th October 2025. [Proposer: Cllr Parr; Seconder: Cllr Mrs Ballantyne; Vote: All]

25/188 Borough Councillor's Reports

Borough Cllr Tonks updated on:

- Complaints regarding roadworks in Admaston;
- Chasing for the work on the zebra crossing;
- Working with residents regarding the proposed Brandon Avenue development.

Borough Cllr Davis updated on:

- Work continuing on Haygate Fields.

Borough Cllr Thomas updated on:

- Movement of the road on Rushmoor Road;
- Longdon bridge repaired after the accident there;
- Fly tipping on Blacksmiths Lane now under an enforcement order.

1. Permissions & Refusals

The following applications were noted:

TWC/2024/0710	Site of Carn Brea, 34/former St Christophers Hall, Station Rd, Admaston	Erection of 2no. bungalows, 1no. single garage, 1no. double garage & associated access following demolition of existing building	Appeal Granted
TWC/2025/0555	Admaston Farm, Bratton Rd, Admaston	Erection of a single storey extension, replacement of existing conservatory, widening of existing access & driveway including part removal of existing wall & rebuilding, replacement of 4no. windows, repairs to timber frame members, installation of 4no. roll top clay chimney pots, installation of 1no. flue pipe, repainting of exterior of property m& conversion of existing barn to an annexe (Listed Building application)	Listed Building Granted
TWC/2025/0554	Admaston Farm, Bratton Rd, Admaston	Erection of a single storey extension, replacement of existing conservatory, widening of existing access & driveway including part removal of existing wall & rebuilding, replacement of 4no. windows, repairs to timber frame members, installation of 4no. roll top clay chimney pots, installation of 1no. flue pipe, repainting of exterior of property m& conversion of existing barn to an annexe (Full Planning)	Full Granted

2. New Applications

TWC/2025/0701	3 Donnerville Drive, Admaston	Erection of a single storey rear extension with roof terrace over	No Comment
TWC/2025/0747	Isobels Old Cow Shed, 27A Aldermead Close, Admaston	Erection of a garden shed, an oak canopy porch & 2no. roof lights	No Comment

3. Applications received after the agenda was circulated

None

25/190 Finance

a) Final Accounts Paid & Bank Reconciliation for October 2025

The details were noted and **RESOLVED**. [Proposer: Cllr Davis; Second: Cllr Thomas; Vote: All]

b) Accounts to Date for Payment November 2025

The accounts were **RESOLVED** for payment. [Proposer: Cllr Davis; Second: Cllr Tonks; Vote: All]

Council was advised that Nationwide Bank were requesting more detailed information to support the Council's Business Account. Information now required to continue with the account was far greater than before and involved legal documents (passports, birth certificates etc) of all signatories being presented in person at a branch or via a complicated online system. This, on top of accessing the money in preparation for the changes following the Community Governance Review within the next 12 months suggested that the exit from the account option be taken. It was therefore **RESOLVED** to exit the account, with the money transferring to the Unity Trust account. [Proposer: Cllr Davis; Second: Cllr Parr; Vote: All]

25/191 Finance Committee 4th November 2025

a. To receive the draft minutes from the meeting - The draft minutes were received and noted.

b. To consider the recommendations of the Budget Planning Report

The recommendations were presented prior to the meeting (Appendix 1). Council was advised that the Parish Council's street lighting power supplier had suddenly gone into receivership and that problems finding an alternative for such a small amount of lights would be an issue. Following a discussion on the report it was **RESOLVED** to:

1. Write to Dean Sargeant at Telford & Wrekin Council advising that the street lighting would be handed back 31st March 2026. The Chairman agreed to draft the letter.
2. Bring the Grounds Maintenance Contract to December's meeting to consider extending it following the outcome of the Community Governance Review and to ensure that Long Yard Meadow and the Community Orchard continued to be cared for appropriately for a period of time.
3. To increase 9. Memorial to £100.

It was further **RESOLVED** to accept the budget plan of £128,225 (£128,175+£50 additional for Memorial) as presented in the plan and agreed for £35,000 of the current year General Reserves be moved to an Earmarked Reserve for a Contingency Fund following the Community Governance Review.

[Proposer: Cllr Davis; Second: Cllr Thomas; Vote: All]

c. To determine the precept request for 2026/27

The precept options (Appendix 2) were debated, and it was **RESOLVED** to accept Option 1 – to keep the amount payable per household at £55 (Band D equivalent) and to request a precept of £118, 525 with a shortfall of £9,650 being met by General Reserves. [Vote: 7 for; 2 against]

25/192 Traffic Matters

a. **Admaston Traffic Calming** - The Chairman updated the meeting on three emails received from Chris Pearson at Telford & Wrekin Highways Department.

b. **Waters Upton Parish Council** - It was agreed that should a joint meeting be arranged with Telford & Wrekin Highways Department then the Chairman would attend.

c. **SIDs** - Following a discussion and a request to ensure the posts in use would be suitable to use it was agreed to purchase a maximum of 4 solar powered SIDs.

[Proposer: Cllr Davis; Second: Cllr Thomas; Vote: All]

25/193 **Allscott Meads Stakeholder Group Meeting** – The details (Appendix 3) were noted and there were no comments.

25/194 Allscott Meads Allotments

a. To receive a verbal update on progress

Council was updated on:

- Cost of using Scribe Allotments for managing the site - £19.00 + VAT per month and £158.00 set up fee

- The meeting held on 30th October 2025
- A possible handover date of week commencing 24th November 2025 dependant on contracts being exchanged

b. To determine a timescale for clearing the site – SJ Roberts had suggested that clearing the site was left until early spring but following a discussion it was **RESOLVED** that the site needed to be cleared on completion of the transfer, as previously agreed, to enable the tenancys to commence for residents. The Chairman offered to relay this to SJ Roberts. [Proposer: Cllr Parr; Seconded: Cllr Tonks; Vote: All]

25/195 Parish Update - The details were noted (Appendix 4).

25/196 SID Statistics – Details were noted and there were no comments (Appendix 5).

25/197 Grant Applications - None received.

25/198 Other Correspondence

1. Review of Statement of Licensing Policy – There were no comments made for submission.

25/199 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 10th December 2025** at **Admaston House Community Centre**.

The meeting closed at 8.50p.m

Signed **P Cooper** Date **10th December 2025**
(Chairman)

Item 25/190

Finance

(a) Final Accounts Paid & Bank Reconciliation for October 2025

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	814.98	163.00	977.98
C Hughes Groundcare	Grass Cutting	850.00	170.00	1,020.00
Currys/PC World	IT Equipment	465.00	93.00	558.00
Unity Trust Bank	Monthly Banking Fee	9.75	00.00	9.75
B Cartwright	SID Management	300.00	00.00	300.00
Westcotec	SID Maintenance (battery)	91.50	18.30	109.80
Hugo Fox	Website Provision	9.99	2.00	11.99
IdVerde	Bin Emptying	273.45	54.69	328.14
Tomato Energy	Street Lighting Supply	1,548.02	280.38	1,828.40
E Ballantyne	Councillor Expenses	2.79	0.13	2.92
M Bissell Trees	Tree Cutting	850.00	170.00	1,020.00
Various	Office Management	107.26	10.95	118.21
Various	Staffing Costs	3,154.37	00.00	3,154.37
Total Payments		9,719.31	1,210.89	10,930.20

Bank Reconciliation – October 2025

Unity Current Account	
Current A/C balance 1/10/25	101,168.49
Minus payments made October	10,930.20
Add receipts	
Grant for Wrockwardine notice board	1,000.00
Balance 31/10/25	91,238.29
Unity Bank Statement 171	91,238.29
Other Banks	
Unity Instant Access A/C Statement 140	131,085.28
Nationwide Business A/C	78,142.78
Total Balance all Banks	300,466.35
Minus Earmarked Reserves	102,476.00
Total Spend Available	197,990.35

(b) Accounts to Date for Payment November 2025

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	814.98	163.00	977.98
C Hughes Groundcare	Grass Cutting	850.00	170.00	1,020.00
B Cartwright	SID Management	300.00	00.00	300.00
S J Roberts	Wrockwardine Car Park	8,250.00	1,650.00	9,900.00
Royal British Legion	Poppy Wreath	24.49	00.00	24.49
Various	Allscott Allotments	536.54	76.94	613.48
IdVerde	Bin Emptying	273.45	54.69	328.14
E-On	Street Lighting Maintenance	98.00	19.60	117.60
Defib Shop	Defib Maintenance (batteries)	290.00	58.00	348.00
M Bissell Trees & Hedges	Tree Cutting	795.00	159.00	954.00
Unity Trust bank	Monthly Charges	8.85	00.00	8.85
Various	Office Management	119.55	7.62	127.17
Various	Staffing Costs	3,144.37	00.00	3,144.37
Total Payments		15,505.23	2,358.85	17,864.08

Signed: J Hancox (Clerk & RFO) Date: 10th December 2025

Signed: P Cooper (Chairman) Date: 10th December 2025

Appendix 1
Item 25/191
Budget Planning Report 2026/27

**Parish
Management**

	Cost Code	2025/26 Budget	Spend to 28/10/25 NET	Proposed NET Budget	Comments
1	Grants s137	600	250	600	No change. There may be a balance if there are no further applications this financial year, this will drop back into general reserves
2	Grounds Maintenance	25,000	12,916	31,250	Uprise of 5% plus, contracts will extend to 30/5/27
3	Lighting Provision & Maintenance	20,000	7,876	3,000	Hand back lighting provision to Telford & Wrekin 1/4/26 but contract with Eon is until 1/5/26 so contingency to cover that
4	Lighting Maintenance	5,000	3,015	00	Included above
5	Play Area Maintenance	5,000	9,625	15,000	Work continues to be required on aging equipment
6	SID Management	5,000	2,191	12,500	Purchase of fixed solar SIDs & maintain current position with non-permanent ones until 31/3/26
7	Defibrillator Maintenance	350	357	350	Batteries do not need replacing until 2027. Contingency in case of any failures
8	Bins (Emptying)	3,500	1,899	3,605	Uprise of 3% to cover annual increase due May 2026
9	Memorial	50		50	For wreath & any other memorial related work
10	Parish Improvements	2,000		5,000	Need to consider bus shelters, notice boards, another free little library at Allscott, additional bins (knock on effect with bin emptying contract) plus traffic issues/calming. There is currently money in earmarked reserves for specific improvements
11	Community Initiatives	500	1,000	1,000	Carry forward remaining £500 & Cllr's to determine a spend within the community
13	Allscott Meads Allotments	-		5,000	£5k currently in earmarked reserves which will cover set up. Another £5k for added costs/improvements
14	Events	50		50	
	Total	67,050	39,129	77,405	

**Council
Administration**

	Cost Code	2025/26	Spend to 28/10/25	Proposed NET Budget	Comments
15	Subs & Fees	7,000	5,777	8,000	Includes all subs & fees - SLCC, SALC, Audit (Internal & external), Scribe, Safepoint, Bank Charges, website, RoSPA, Parish On-Line, Insurance, Data Protection. Consider additional Safepoint users?
16	Chairman's Allowance	600	300	700	No increase for several years therefore deemed necessary
17	Cllr Travel & Expenses	150	72	150	
18	Hall Hire	1,000	523	1,200	Admaston House Hall hire increasing Jan 26
21	Councillor Training	60		00	If any Cllr wishes to attend training it will be paid for from General Reserves at the agreement of Full Council
22	IT Equipment	500	511	500	New PC & laptop purchased. Printer is only large item, but hopefully will last a further 18 months but contingency in place just in case
24	Staff Training	30		00	Clerk not likely to require training
25	Staff Travel	250	60	250	
26	Office/Telephone	600	310	600	
27	Stationery/Postage	200	25	200	
29	Election fees	500		500	Contingency fund – in case a councillor leaves & an election is requested.
Total		10,890	7,578	12,100	

Staffing Costs

	Cost Code	2025/26	Spend to 28/10/25	Proposed NET Budget	Comments
30	Salaries	27,500	16,243	28,325	Uprise of 3%
31	WPC NI Contributions	3,544	1,999	3,650	Uprise of 3%
32	WPC Pension Contributions	6,500	3,768	6,695	Uprise of 3%
Total		37,544	22,010	38,670	
Totals		115,484	68,717	128,175	

Budget for 2027/28 will potentially not be agreed until the new Councils are formed following the election in May 2027. It was therefore discussed that a contingency fund to cover:
Bills/administration 1/4/26 – 30/5/26 = £20,000

Additional costs resulting from CGR = £15,000

Total = £35,000

Amount to be earmarked from current year General Reserves

Current Earmarked Reserves as at 4/11/25

Traffic Calming Admaston	40,000
Street Light Replacement Admaston	24,000
Grant Additional NAL Sockets	3,400
Bus Shelter Walcot	3,303
Ward Fund Grant Bus Shelter Walcot	1,500
Grant towards PCSO Vehicle	2,000
Grounds Maintenance Urgent Work Fund	1,000
Outdoor Gyms (Commuted Sum)	660
Feasibility Study Admaston Traffic Calming	550
Grant for Bird & Bat Boxes	192
Community Wellbeing	500
Allscott Meads Allotments	5,000
Grant Solar Lighting	1,450
Breedon Grant for Car Park	10,000
Bus Shelter Insurance (T&W Council)	8,921
Total	102,476

Recommendation

Full Council accepts the Budget Plan of £128, 175 as presented and agrees to £35,000 of current year General Reserves be moved to an Earmarked Reserve for a Contingency Fund following the Community Governance Review.

**Finance & General Purposes Committee
4th November 2025**

Appendix 2

Precept Options

Council Tax Base 2026/27 = 2,155
increase from 2025/26 = 114

Amount payable per household in 2025/26 = £55.00 (Band D equivalent).

Option 1

To keep the amount payable per household at £55 which would give a precept amount of £55.00 x 2,155 = £118,525
Shortfall of £9,650 would be met by General Reserves

Rationale:

- No increase for a second-year benefits residents given the cost-of-living crisis.
- Anything less than the amounts may be increased further following the Community Governance Review and at the will of the new Councils.

Option 2

Reduce the amount payable per household by 10% which would give a precept amount of £49.50 x 2,155 = £106,672
Shortfall of £21,503 would be met by General Reserves

Rationale:

- Benefit to residents given cost of living crisis.
- Use up general reserves prior to disbandment of Parish Council – money residents have paid previously, and which may not benefit them directly moving forward.

Recommendation

Council is asked to consider each option and make a resolution.

Finance & General Purposes Committee
4th November 2025

Appendix 3

Item 25/193

Allscott Meads Stakeholder Meeting 30/10/25

Notes for information.

1. Walcot Bus Shelter - SJR to investigate replacing roof and the provision of materials for preservation of timber
2. Allscott Sid reported that the NAL socket was in situ
3. Wrockwardine Play Area
 - hedge. Penny Stephen to establish if hedge can remain if trimmed right back rather than removed
 - fencing to pathway plus a new gate for disabled to be carried out by SJR (Rowan)
 - disabled bay marking to be monitored
 - publicity photos to be organised when grass has grown
4. Admaston Traffic Calming - reported letter sent to T&WC and that a response is awaited
5. CGR - reported current position
6. Allscott Traffic- Signs etc to be installed by the end of the year. Sat Nav has been reprogrammed for the end of the year. Sign to be replaced (40mph) on B4394 just passed Station Road which has been demolished
7. Allscott development- Should be complete by next summer. 27 no. properties left to sell. 2no. Reservations per week and 2no. completions per week.
8. Planning- Local Plan. Went to Sec of State in September, response awaited Spring 26 with adoption anticipated Summer 26
9. Commercial Units - One Stop have pulled out with no further progress
10. Community Initiatives- SJR to look at planting bulbs around car park fencing at Wrockwardine
11. Allscott Meads- SJR to investigate the possibility of putting 2no. bus shelters in location of the proposed bus stops
12. Next meeting- third week in January 26

Cllr P Cooper

31st October 2025

Appendix 4

Item 25/195

Parish Update November 2025

Community Governance Review

The outcome of the review was confirmed and emailed to councillors on 10/11/25. Apparently, Telford & Wrekin Council will be in touch in the next two weeks with those council's changing.

Wrockwardine White Lines

No sign of these going down despite a date in October given for completion.

Finials

Clerk will be ordering the second finial.

Trees – Pemberton Road Play Area

The work has been carried out.



Julia Hancox
Clerk & RFO
November 2025

Appendix 5

SID Statistics November 2025

Xxxx indicates most recent data

Shawbirch Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
17/3/25 – 30/3/25	14	16,269	1,162	80,750 vehicles 85 th percentile 31.1 & 30.9 mph
27/5/25 – 8/6/25	13	13,347	1,027	71,250 vehicles 85 th percentile 31.4mph

Shawbirch Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
4/3/25 - 16/3/25	13	11,861	912	55,000 vehicles 85 th percentile speed 31.9mph
10/6/25 – 22/6/25	13	14,239	1,093	52,300 vehicles. 85 th percentile speed 32.6mph
1/9/25 – 14/9/25	13	12,138	933	

Wellington Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
8/7/25 – 20/7/25	13	11,600	892	
16/9/25 – 28/9/25	13	9,381	721	

Wellington Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
24/6/25 – 6/7/25	13	4,044	311	
19/8/25 – 31/8/25	13	4,863	376	37,320 vehicles; 85 th percentile 29.9mph

Station Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
27/5/25 – 8/6/25	13	5,616	432	
10/6/25 – 22/6/25	13	6,027	463	
4/9/25 – 14/9/25	11	4,238	385	26,700 vehicles; 85 th percentile 30mph. Less days as waiting for replacement battery

Station Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
4/3/25 – 16/3/25	13	4,530	348	

Rushmore Lane, Allscott

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
29/4/25 – 11/5/25	13	1,430	110	North
13/5/25 – 25/5/25	13	1,499	115	South
5/8/25 – 17/8/25	13	1,088	84	North
13/10/25 – 27/10/25	15	1,301	87	North
28/10/25 – 9/11/25	13	1,433	110	South

The Avenue, Wrockwardine, East

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
5/2/25 – 16/2/25	12	3,907	325	7,400 vehicles 85 th percentile 24.5mph
13/5/25 – 25/5/25	13	2,136	164	5,390 vehicles 85 th percentile 23.5mph
13/10/25 – 28/10/25	15	3,696	221	7,920 vehicles; 85 th percentile 23.4mph
28/10/25 – 9/11/25	13	4,359	335	8,430 vehicles

The Avenue, Wrockwardine, West

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
19/4/25 – 11/5/25	13	3,009	221	Total vehicles 6,570, 85 th percentile 23.9mph/average speed 19.33
5/8/25 – 17/8/25	13	3,157	243	7,950 vehicles; 85 th percentile 23.9mph
13/10/25 – 28/10/25	15	3,696	221	7,920 vehicles; 85 th percentile speed 24.3mph

High Ercall Road, Bratton, South (new location)

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
15/4/25- 27/4/25	13	696	53	17,540 vehicles, 85 th percentile 37.7/average speed 32.3
24/6/25 – 6/7/25	13	555	43	18,530 vehicles, 85 th percentile 36.9mph

High Ercall Road, Bratton, North (new location)

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
21/1/25-2/2/25	13	3,149	157	29,000 vehicles; 85 th percentile 39.4mph
8/7/25 – 20/7/25	13	3,596	278	30,750 vehicles; 85 th percentile 39.7mph
16/9/25 – 28/9/25	13	3,032	233	20,400 vehicles, 85 th percentile 39.2mph